



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1620.1F
30
10 Dec 2012

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1620.1F

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: EXTRA MILITARY INSTRUCTION (EMI) POLICY GUIDANCE FOR
NAVCRUITDIST NEW ORLEANS

Ref: (a) OPNAVINST 3120.32D, Chapter 1, Para 142.2 (R)
(b) Manual for Courts-Martial (MCM), 2012, R.C.M.
306(c)(2) and Part V
(c) JAGMAN Section 0103

Encl: (1) Assignment of Extra Military Instruction

1. Purpose. To promulgate policy and procedures for assignment and monitoring of Extra Military Instruction (EMI) within Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 1620.1E.

3. Background. EMI is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. EMI is an administrative measure authorized under R.C.M. 306(c)(2) and part V, Manual for Courts Martial (MCM), 2005 as a bonafide training device intended to improve the efficiency of a command or unit and must, therefore, be genuinely intended as such. It is not used as a substitute for punitive action appropriate under the UCMJ. Extra instruction assigned must be logically related to the deficiency to be corrected and monitored by a competent individual senior in rank and/or position to the individual performing the EMI.

4. Authority. Authority to assign EMI to be performed during working hours is not limited to any particular rank or rate. It is an inherent part of that authority over subordinates which is vested in officers and petty officers in connection with duties and responsibilities assigned to them. Authority to assign EMI to be performed after normal working hours rests solely with the Commanding Officer.

5. Action.

a. The amount of EMI assigned to any individual is limited

to the following and any deviation must be approved by the Commanding Officer. Enclosure (1) shall be submitted by supervisors up the chain-of-command to the Commanding Officer prior to the issuance of EMI to ensure that guidelines are being adhered to by supervisors authorized to assign EMI.

(1) EMI will not normally be assigned for more than two hours per day.

(2) EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency.

(3) EMI will not be assigned on a member's Sabbath.

(4) EMI will not be used as a method of depriving normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

(5) EMI assigned outside normal working hours may only be authorized by the Commanding Officer.

b. The normal limits of EMI and who may assign the instruction will be as follows:

(1) Department Head	12 Hours
(2) Chief Recruiter	10 Hours
(3) Division Officer (DIVO)	8 Hours
(4) Divisional Leading Chief Petty Officer (DLCPO)	6 Hours
(5) Leading Chief Petty Officer (LCPO)	4 Hours
(6) Leading Petty Officer (LPO)	2 Hours

/s/
G. R. SHARP

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

NAVCUITDISTNOLAINST 1620.1F
10 Dec 2012

ASSIGNMENT OF EXTRA MILITARY INSTRUCTION - SAMPLE

From:

To:

Subj: ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) OPNAVINST 3120.32C
(b) JAGMAN Section 0103

1. Pursuant to references (a) and (b), you are hereby notified that the following deficiency/behavior has been noted in your military performance, to wit:

2. You are hereby assigned to perform EMI for a period of _____ hours. Your EMI will commence on _____ and will end on _____. You will report to _____ for commencement of your EMI. EMI will be performed from 1800-2000, Monday through Friday, and from 0900-1100 on Saturday or Sunday, whichever day is not your Sabbath. EMI will not be performed on your Sabbath, which is _____.

3. Your EMI shall consist of:

4. Extra Military Instruction is not punishment, but is intended to correct a military deficiency/behavior. However, failure to comply with these orders may result in disciplinary action taken against you.

Recommended: _____ Approved: _____

I hereby acknowledge receipt of the above orders.

Member: _____

Enclosure (1)